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APPLICATION FOR RECORDS RETENTION SCHEDULEGeorgia Department of Labor
Employment Security Agency
Administrative Services Division
Records Management and Controls

INSTRUCTIONS: The Records Management Officer of the Agency's Records Management and Controls Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Administrative Services Division, Records Management and Controls, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Labor Unemployment Insurance Division Special Programs Payment Unit 154 Washington Street, Atlanta	Application Number 80-388	
Application Number		Date Received NOV - 4 1980	Date Completed NOV 17 1980
2. Person to Contact Paul Crawford		Working Title Unit Supervisor	Telephone Number 656-3074
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1974	5. Records Series Title (followed by title used in office; if different) to current Unpaid Terminated CETA Classroom Training Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Unemployment Service plans and directs the determination of employer liability, collects wage and tax reports, and processes claims in accordance with the Georgia Employment Security Law and the federal Unemployment Compensation program. The Special Programs Payment Unit supervises and coordinates the processing of training allowance payments, work experience and work incentive program payments.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: claims against former CETA participants who were overpaid but failed to refund the overpayment Included are: CETA-1, enrollment form; CETA-6, termination form; and the notice of determination, CETA-62 See also CETA-61A, a companion record series, Unpaid Terminated CETA Classroom Training Certification Cards File is arranged: social security number			
8. Monthly Reference Rate One to six months old 10; Seven to twelve months old 1; Thirteen to twenty-four months old 1; twenty-five months and older 1?			
9. Annual Rate of Accumulation of Records Letter-size drawers 1; Legal-size drawers; Shelves; Other (specify)			

(Over)

ESA-144 (3/80)
(AR-50-71)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
1		a. Is this the official copy of the series? If not, where is it?
1		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	1	c. Is this a vital record?
	1	d. Does this series have historical or long term research value?
	1	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	1	f. Is the information contained in this series ever published? If yes, attach copy.
	1	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	1	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	1	i. Is this series (or a major portion of it) regularly microfilmed?
	1	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | 7 years. | e. Administrative need | 2 years. |
| c. Federal Law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Needed in office for two years for active collection efforts; and thereafter, for collection as an open account under the Statute of Limitation

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Federal fiscal year Sept. 30.

- ☒ Hold in the current files area 24 month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 6 year(s); then
- ☒ Destroy. after resolution of federal audit questions.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	10-30-80		10-29-80
ESA Director (Signature)	Date	State Records Committee (Signature)	Date
	10-31-80		10/29/80
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee		11-13-80
	Secretary of State/Designee		11-10-80
	Attorney General/Designee		11-13-80